



Community Events & Fundraiser Agreement

Thank you for organizing a community event and fundraiser to benefit the National Brain Tumor Society (NBTS). We are grateful for your commitment to our community, and support of our mission to find a cure.

Please indicate your acceptance of these guidelines and agreement by completing this form in its entirety. Please sign, date, and mail back your completed agreement to: National Brain Tumor Society, Attn: Community Events, 55 Chapel Street, Suite 200, Newton, MA 02458.

Agreement

National Brain Tumor Society acknowledges with deep gratitude that _____ (Event Organizer/group) will be coordinating an event/fundraising initiative, _____ (name of event or initiative) on or beginning ___/___/___ (date) at _____ (location) to benefit the National Brain Tumor Society. _____ (name of event or initiative) expects to raise \$_____ (anticipated amount raised) and involve _____ (number) participants.

Terms & Conditions

Use of National Brain Tumor Society Brand

1. Upon request and to the extent possible, NBTS will provide the Event Organizer with available print materials and electronic logos appropriate to the event and its fundraising activities.
2. National Brain Tumor Society's name or logo may not be altered in any way, and its usage requires prior approval. All event materials created by the Event Organizer (e.g. promotional items, invitations, etc.) using the NBTS name, logo or likeness must be reviewed and approved in writing by NBTS prior to final print, publishing, or distribution to the general public. Please be aware that the approval process can take several days. Logo guidelines are available upon request.
3. All event materials and promotional tools may not make any representation which would indicate NBTS is hosting, producing or sponsoring this event. All event materials should make clear, where possible, that funds are being raised "on behalf of" rather than "by" the National Brain Tumor Society.
4. All website content pertaining to NBTS, if applicable, must be reviewed and approved by NBTS. NBTS reserves the right to remove any link to the event website if it contains any content deemed objectionable or to request that website content be changed or removed if it is deemed objectionable and/or incorrect.

Use of National Brain Tumor Society Online Fundraising Pages

Event Organizers may create an event website using Convio, hosted by NBTS, and allow online credit card donations to be made directly to NBTS.

1. The event website must follow the structure provided; content representing NBTS may not be deleted or altered.
2. The Event Organizer is responsible for creating and maintaining the information on the event's website.
3. NBTS reserves the right to remove objectionable material from any Convio event website.
4. NBTS is not responsible for the success of the event, nor the activities conducted by the Event Organizer.

Donations & Gift Acknowledgements

1. The Event Organizer is responsible for all expenses, and will maintain appropriate financial controls and records related to fundraising.
2. Event Organizers have the option to accept, process, and acknowledge their donations in one of the following ways and will be required to adhere to the following terms and conditions appropriate to the selected option.
 - a. Create an event website using Convio, hosted by NBTS, and allow online credit card donations to be made directly to NBTS.
 - b. Collect checks made payable to National Brain Tumor Society, sent in individually or in batch mailings directly to NBTS office, with the accompanying donation form; such gifts will be processed and acknowledged by NBTS under the NBTS tax identification number. Donors may mail checks directly to National Brain Tumor Society, Attn: Community Events, 55 Chapel Street, Suite 200, Newton, MA 02458. Please record the event name on the check memo line and attach the provided donation form.
 - c. Collect cash/checks made out to the event/Event Organizer. Event Organizer then makes single payment by check or credit card to NBTS. Only the Event Organizer will receive acknowledgement from NBTS. Event Organizer is responsible for following IRS guidelines for tax deductible donations.
3. It is encouraged that all donations be sent to NBTS within 30 business days of the event and/or collection activity to ensure prompt processing and acknowledgements. Donations made directly to NBTS will be acknowledged by NBTS according to the following: 1) online donations will be acknowledged by email; 2) all off-line donations will be acknowledged in writing.

Event Expenses & Vendors

1. The Event Organizer is responsible for hiring and managing all event vendors.
2. The Event Organizer is responsible for all bookkeeping, accounts receivable and accounts payable for the event.
3. NBTS does not provide up-front capital or payment of expenses.

Compliance with Law

The Event Organizer agrees to comply with all federal, state and local laws, regulations, ordinances and rules relating to the promotion, organization and conduct of the Event. The Event Organizer agrees it shall be responsible for obtaining all permits, licenses, insurance and permissions from state and local authorities necessary for promoting, organizing and conducting the Event. The Event Organizer agrees it shall be liable for any injuries or losses sustained by third-parties in connection with the Event.

General Liability & Indemnification

1. Event Organizer is responsible for securing and adhering to all guidelines associated with required permitting, licensing, and insurance required by the appropriate local, state, and federal governing bodies
2. NBTS will not be held liable for any injuries, accidents, or emergency conditions that may occur during the event or the planning of such event.
3. NBTS is not responsible for any financial loss or damaged goods associated with the planning and execution of the event.
4. NBTS is not responsible for and cannot provide insurance for the event/fundraiser.
5. The Event Organizer agrees to indemnify and hold harmless NBTS against loss or threatened loss or expense by reason of the liability or potential liability of the NBTS for or arising out of any claims for damages.
6. NBTS may withdraw its support and affiliation with the event at any time if deemed necessary for any reason.

Event Name

Event Date

Event Location

Event Organizer Name

Email Address

Address

Phone Number

City/State/Zip

- *How will this event collect/submit donations (circle one or more):
- a. Online donations through NBTS-hosted Convio website
 - b. Collect cash/checks made payable to NBTS
 - c. Collect cash/checks made out to the event/Event Organizer. Lump sum payment to NBTS from Event Organizer.

Event Organizer Signature

Date

*Please note: Donor acknowledgement may take up to four weeks.